

# How to E-File Failure to Pay Rent Complaints

Beginning June 6, 2022, landlords or attorneys can **electronically** file new Baltimore County failure to pay rent cases.

A single failure to pay rent case or multiple cases can be submitted within a filing session.

If multiple cases are included in a batch, all complaints must be the same case type, i.e., either Failure to Pay Rent **or** Failure to Pay Rent (mobile home). Non-mobile home complaints may not be submitted in the same batch as mobile home complaints. Additionally, all cases included in a batch must contain the same filing code, i.e., Filing Code - Complaint/Petition – Landlord Tenant **or** Complaint/Petition – Landlord Tenant (Personal Service).

Complaints requesting personal service either by sheriff/constable or arranged by the landlord may not be submitted in the same batch as complaints where just posting/mail service is requested.

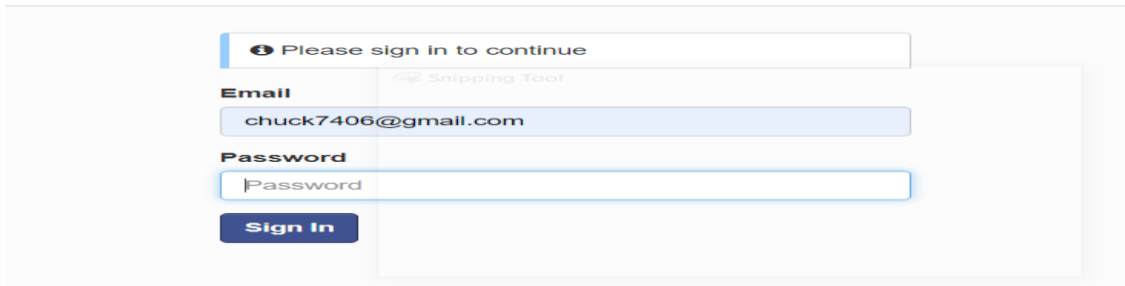
## **Requirements for e-filing failure to pay rent complaints**

1. [Register](#) to become an authorized e-filer. In order to e-file, users must first be registered with the [Odyssey File and Serve portal](#). Registration instructions can be located by following the links below:
  - [Registration for attorneys](#)
  - [Registration for non-attorneys](#)
2. Complete a complaint form for each property and save each one as a separate PDF. You will upload the form(s) as you e-file.
3. File the **initial** failure to pay rent complaint into the [Landlord Tenant \(LLT\) portal](#) – your case is created here. **Important: Use the link at the top of the page that is specific to filing failure to pay rent complaints.** Multiple complaints can be submitted together and will be assigned the same hearing date. Complaints filed together must all be personal service by Constable/Sheriff or private/personal service that you arrange.
4. File all **subsequent** filings by using the [Odyssey File and Serve portal](#) once your case number is assigned.

# How to E-File Failure to Pay Rent Complaints

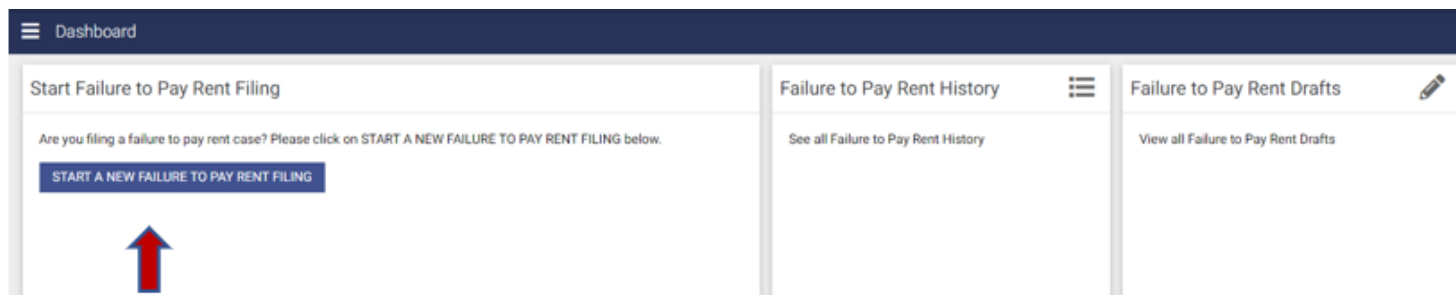
## E-File the Initial Complaint into the Landlord Tenant ( LLT) Portal

1. Navigate to the [landlord-tenant portal](#). Look for the link that is specific to filing failure to pay rent complaints. Sign in with your Odyssey File and Serve email and password assigned at registration.



The screenshot shows a sign-in form for the Landlord Tenant (LLT) Portal. At the top, there is a message: "Please sign in to continue". Below this, there is a "Snipping Tool" watermark. The form has two input fields: "Email" with the value "chuck7406@gmail.com" and "Password" with the placeholder text "Password". A "Sign In" button is located at the bottom of the form.

2. Click the “Start A New Failure to Pay Rent Filing” button to create a draft filing.



The screenshot shows the dashboard of the Landlord Tenant (LLT) Portal. The dashboard has a dark blue header with a "Dashboard" label. Below the header, there are three main sections: "Start Failure to Pay Rent Filing", "Failure to Pay Rent History", and "Failure to Pay Rent Drafts". The "Start Failure to Pay Rent Filing" section contains a message: "Are you filing a failure to pay rent case? Please click on START A NEW FAILURE TO PAY RENT FILING below." and a blue button labeled "START A NEW FAILURE TO PAY RENT FILING". A red arrow points to this button. The "Failure to Pay Rent History" section contains a link: "See all Failure to Pay Rent History". The "Failure to Pay Rent Drafts" section contains a link: "View all Failure to Pay Rent Drafts".

3. Enter the basic case information for the Failure to Pay Rent Filing. Filers can create an optional **batch filing name** to title the batch and distinguish it from other batches they may be filed.
  - Batch Filing Name – Label created by the filer to easily identify/differentiate the filing
  - Court Location – Location of property
  - Case Category - Civil
  - Case Type – Failure to Pay Rent or Failure to Pay Rent Mobile Home
  - Filing Code – Complaint/Petition – Landlord Tenant or Complaint/Petition – Landlord Tenant (Personal Service). Note: If you are requesting a **money judgment**, select Complaint/Petition - Landlord Tenant (**Personal Service**).
  - Payment Method – Debit/Credit Card or eCheck on file for any related filing fees

# How to E-File Failure to Pay Rent Complaints

Start a new Failure to Pay Rent filing

Case Information > Filer > Cases > Summary

### Case Information

Failure to Pay Rent Filing Name  
TEST

Court Location \*  
Baltimore County District Court - Catonsville

Case Category \*  
Civil

Case Type \*  
Failure to Pay Rent

Filing Code \*  
Complaint / Petition - Landlord Tenant  
Complaint / Petition - Landlord Tenant (Personal Service)

Payment Method \*  
PRESBURY LAW  
[Click to manage your Payment Accounts in File & Serve](#)

\* Indicates required field

BACK NEXT

- Click Next and continue to the Filer screen where you will enter the name and address of the landlord. Click Next to continue.

Case Information > Filer > Cases > Summary

### Filer Group 1

Draft # 66

+ Add a Party

| Party Type           | Person/Entity | Party Name |                |
|----------------------|---------------|------------|----------------|
| Landlord / Plaintiff | Person        |            | Required Party |

Party Type \*  
Landlord / Plaintiff

☒ Person ☐ Entity

First Name \*  
Required

Middle Name

Last Name \*  
Required

Suffix  
Select Suffix

Address Line 1

Address Line 2

City

State  
Select State

Zip Code

\* Indicates required field

BACK SAVE AND EXIT NEXT

- If you need to add another party to the filing, select the “Add a Party” button at the top right of the screen under the Filer Group 1 section. The screenshot below illustrates a landlord’s agent party type being added. Property management companies commonly represent landlords as rent agents.

# How to E-File Failure to Pay Rent Complaints

Filer Group 1

Draft # 66

ADD A PARTY

| Party Type           | Person/Entity | Party Name | Required Party |
|----------------------|---------------|------------|----------------|
| Landlord / Plaintiff | Entity        | TEST       |                |
| Landlord / Plaintiff | Person        | John Smith |                |

Party Type \*

Landlord / Plaintiff

Landlord's Agent

First Name \*

John

Middle Name

Last Name \*

Smith

Suffix

Select Suffix

Address Line 1 \*

1 Hill Ct

Address Line 2

City \*

Baltimore

State \*

Maryland

Zip Code \*

21287

\* Indicates required field

BACK

SAVE AND EXIT

NEXT

- Click Next to continue to the Cases screen and select the “Add” button (on the left) to enter the tenant/defendant.

Cases Group 1

Draft # 66

ADD A CASE

| # | Tenant Names * | Address Line 1 * | Address Line 2 | City * | State *  | Zip Code * | Optional Services | Document * | Action |
|---|----------------|------------------|----------------|--------|----------|------------|-------------------|------------|--------|
| 1 | Add            |                  |                |        | Maryland |            | Add               | Upload     |        |

\* Indicates required field

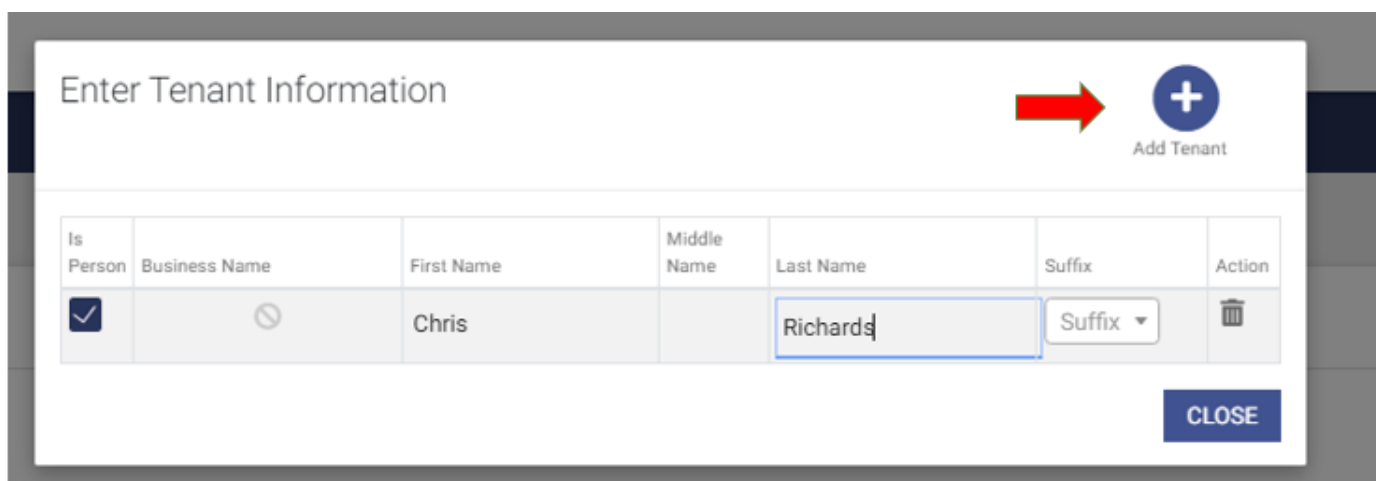
BACK

SAVE AND EXIT



NEXT



## How to E-File Failure to Pay Rent Complaints

- If the property has more than one name on the lease, additional tenants can be added by selecting the “Add Tenant” button. Click Close to continue.



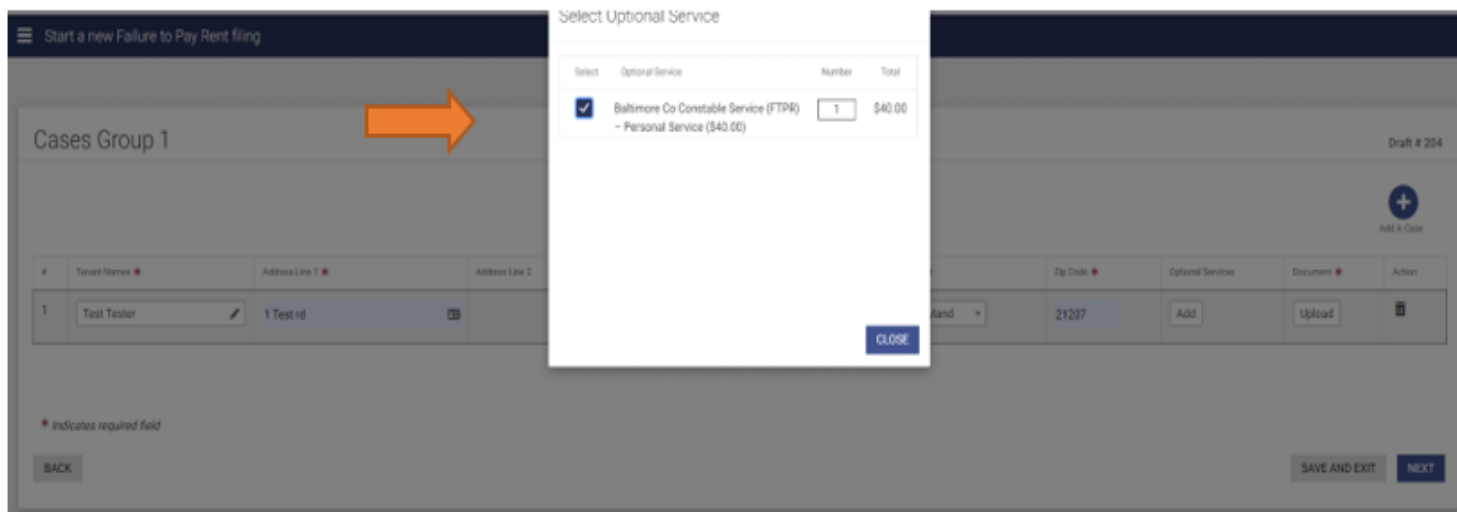
Enter Tenant Information

  Add Tenant

| Is Person                           | Business Name   | First Name | Middle Name | Last Name | Suffix   | Action  |
|-------------------------------------|---|------------|-------------|-----------|----------|---|
| <input checked="" type="checkbox"/> |  | Chris      |             | Richards  | Suffix ▼ |  |


**CLOSE**

- If requesting personal service by Sheriff or Constable, add the fee from the “Optional Services” tab. If you are using a private process server, do not select a fee from the optional services.



Start a new Failure to Pay Rent filing

Cases Group 1



**Select Optional Service**

| Select                              | Optional Service   | Number | Total   |
|-------------------------------------|--|--------|---------|
| <input checked="" type="checkbox"/> | Baltimore Co Constable Service (FTPR) - Personal Service (\$40.00) | 1      | \$40.00 |


**CLOSE**


\* Indicates required field

**BACK** **SAVE AND EXIT** **NEXT**

- Upload your Landlord Tenant complaint form. The form must be saved in pdf format before uploading. If you have additional properties to file against, click the “Add A Case” button and repeat steps 6-9.

# How to E-File Failure to Pay Rent Complaints



| # | Tenant Names *   | Address Line 1 * | Address Line 2 | City *    | State *  | Zip Code * | Optional Services | Document *  | Action |
|---|--|------------------|----------------|-----------|----------|------------|-------------------|---|--------|
| 1 | Chris Richards  | 10 Tree Street   |                | Baltimore | Maryland | 21234      | Add               | Complaint for Testing.pdf  |        |

\* Indicates required field

BACK
SAVE AND EXIT
NEXT

10. Continue to the Summary screen and review the case information, filer, cases, and fees sections for errors. A pencil icon is located at the top right corner of each section if edits need to be made.

Draft # 204

### Case Information

TEST

Court Location  
Baltimore County District Court - Catonsville

Filing Code  
Complaint / Petition - Landlord Tenant (Personal Service)


Status  
Draft

Case Category  
Civil

Filing Attorney

Case Type  
Failure to Pay Rent

Payment Method  
PRESBURY LAW




### Group 1 - Filer

Party Type  
Landlord / Plaintiff

Address  
1 Test rd BALTIMORE, MD 21207


Person/Business  
Entity

Business Name  
Regional Management Inc



### Group 1 - Cases

| Tenants      | Address                       | Optional Services  | Fees    | Document                        |
|--------------|-------------------------------|--|---------|---------------------------------|
| Test Tester  | 1 Test rd BALTIMORE, MD 21207 | Baltimore Co Constable Service (FTPR) – Personal Service (1) | \$62.10 | Baltimore County Sample LLT.pdf |
| <b>Total</b> |                               |  | \$62.10 |                                 |



### Fees Grand Total

**Fees Grand Total: \$62.10**

11. After reviewing the filing details, select **ALL** three submission agreement checkboxes and click Submit. A submittal notification will be sent to your registered email address.

# How to E-File Failure to Pay Rent Complaints

## Group 1 - Cases

| Tenants     | Address                       | Optional Services  | Fees    | Document                        |
|-------------|-------------------------------|--|---------|---------------------------------|
| Test Tester | 1 Test rd BALTIMORE, MD 21207 | Baltimore Co Constable Service (FTPR) – Personal Service (1) | \$62.10 | Baltimore County Sample LLT.pdf |
| Total       |                               |  | \$62.10 |                                 |

Fees Grand Total

Fees Grand Total: \$62.10

## Submission Agreements

- ☒ This submission does not contain any restricted information OR, if it does, I have filed (1) a Notice of Restricted Information and, (2) if applicable, a redacted and unredacted version of the submission per Rule 20-201.1(c).
- ☒ This is an initial filing and I have included a written request that the Clerk issue a Writ of Summons for service OR this is a subsequent filing and written, signed certificates of service are included in the submission as required by Rules 20-201(g)(1) and 20-205(d).
- ☒ All documents requiring signature have been signed by Rule 20-107.



BACK

SUBMIT

A filing remains in "draft" status until you select **ALL** three submission agreement checkboxes and click Submit. After a filing session is complete and the filing(s) has been submitted, a system-generated **batch number** is assigned to the submission for identification purposes.

## E-File into an Existing Case

1. If you have an existing failure to pay rent case, you can file into it using the [Odyssey File and Serve filer portal](#). After you sign in, you will use the "File into Existing Case" option.
2. Review the "File into Existing Case" section of the [MDEC Policies and Procedures Manual](#) for further instruction.

## Batch History

The Batch history screen can be located under the hamburger icon (three stacked horizontal lines) on the top left of the homepage. The drop-down menu displays a history of all previous batches submitted by the

# How to E-File Failure to Pay Rent Complaints

filer. The history screen has a search function allowing filers to filter results based on specific criteria such as filing status and date. If you have a filing in “draft” status, you can find it here and resume your draft.

**Failure to Pay Rent Filing History**

**Batch # 2773 - Submitted**

| Case | Filing Attorney | Payment Account | Created                                       | Location | Case Category       | Case Type                              | Filing Code |
|------|-----------------|-----------------|---|----------|---------------------|--|-------------|
| 1    | PRESBURY LAW    | 6/1/22 1:06 PM  | Baltimore County District Court - Catonsville | Civil    | Failure to Pay Rent | Complaint / Petition - Landlord Tenant |             |

**Batch # 2772 - Submitted**

| Case | Filing Attorney | Payment Account | Created                                       | Location | Case Category       | Case Type                              | Filing Code |
|------|-----------------|-----------------|---|----------|---------------------|--|-------------|
| 1    | PRESBURY LAW    | 6/1/22 1:04 PM  | Baltimore County District Court - Catonsville | Civil    | Failure to Pay Rent | Complaint / Petition - Landlord Tenant |             |

**Batch # 2769 - Submitted**

| Case | Filing Attorney | Payment Account | Created                                       | Location | Case Category       | Case Type   | Filing Code |
|------|-----------------|-----------------|---|----------|---------------------|---|-------------|
| 2    | PRESBURY LAW    | 6/1/22 12:57 PM | Baltimore County District Court - Catonsville | Civil    | Failure to Pay Rent | Complaint / Petition - Landlord Tenant (Personal Service) |             |

**Batch # 2770 - Submitted**

| Case | Filing Attorney | Payment Account | Created                                       | Location | Case Category       | Case Type                              | Filing Code |
|------|-----------------|-----------------|---|----------|---------------------|--|-------------|
| 1    | PRESBURY LAW    | 6/1/22 12:56 PM | Baltimore County District Court - Catonsville | Civil    | Failure to Pay Rent | Complaint / Petition - Landlord Tenant |             |

**Draft # 56**

| Case | Filing Attorney  | Payment Account | Created        | Location                        | Case Category | Case Type           | Filing Code                            |
|------|------------------|-----------------|----------------|---------------------------------|---------------|---------------------|--|
| 0    | Charles Presbury | Presbury Law    | 5/5/22 5:14 PM | Baltimore County District Court | Civil         | Failure to Pay Rent | Complaint / Petition - Landlord Tenant |

## Support

For technical support, contact the Maryland Judiciary Service Desk at 410-260-1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).

For assistance with case information or direction on which documents need to be filed, contact the [District Court](#) at the location of the property.